

Process Explanations

Process may take months depending on complexity.

1. CPA website – <http://communitypreservation.org>
2. Please refer to guidelines “Is Our Project Allowable?” on the CPA website <https://www.communitypreservation.org/allowable-uses>. You should also be aware of all the items on the application, even though all items do not have to be completed before submitting application. The more complete the application is, the less revisions will be needed.
3. You may have to provide a Legal Notice – Abutter’s lists may be obtained from Assessor’s Office. It is important to get feedback from abutter’s prior to final plan.

Notes:

- A) This flowchart is a suggested process – it does not have to be followed sequentially.
- B) A link of Town Departments and Board/Committees is provided below. If your project affects any of these entities, you should contact them and potentially get on their agenda to get advice on your proposal.
- C) It is strongly recommended to have an abutter’s meeting early in the process. Potential objections and/or suggestions from abutter’s will help you in the process of getting approved

Town of Scituate Department Listing:

<http://www.scituatema.gov/department-contacts>

Town of Scituate Committee/Board Listing:

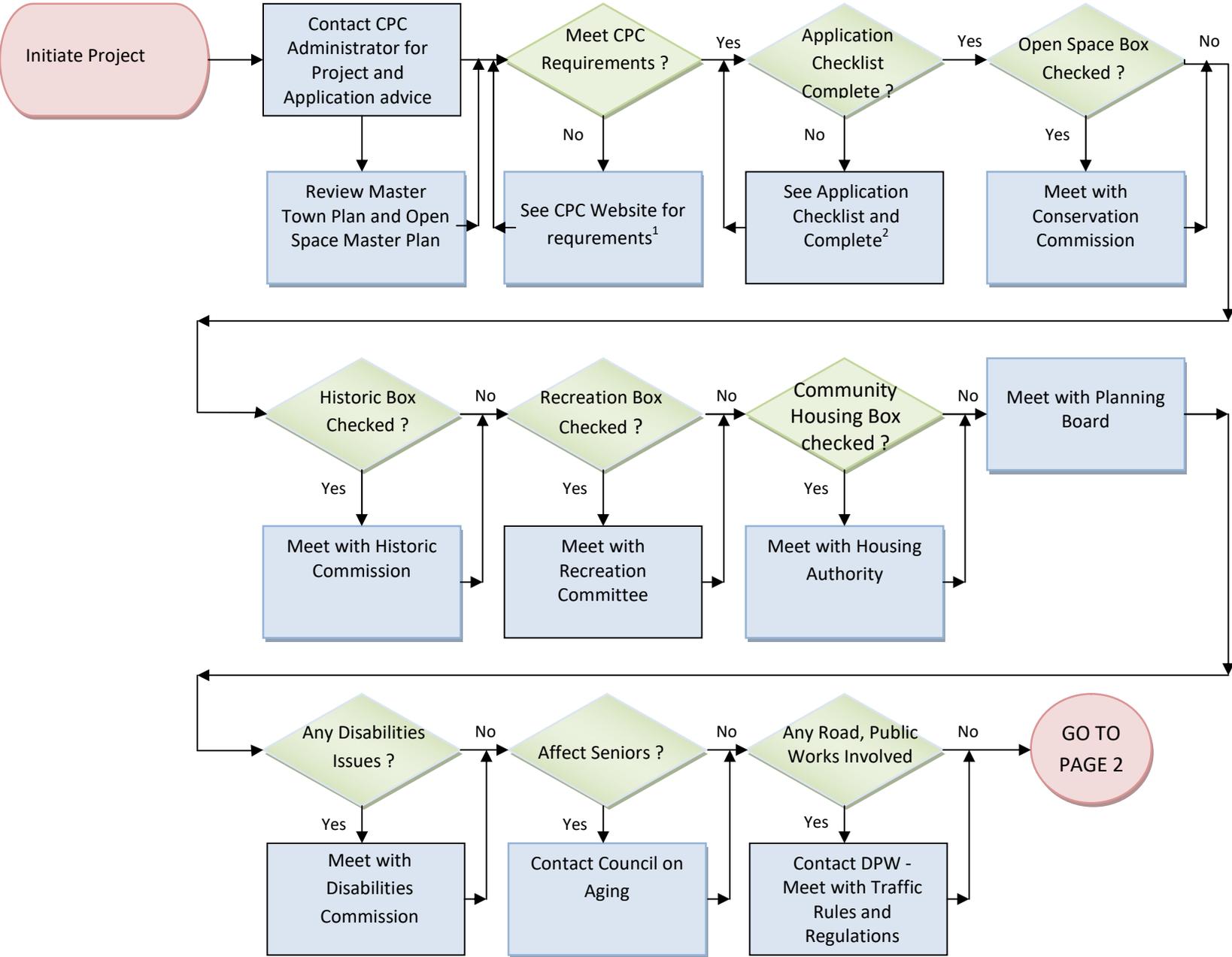
<http://www.scituatema.gov/board-contacts>

Town of Scituate Community Preservation Committee Project Application Guidelines

1. Each project must be submitted to the Community Preservation Committee (CPC) using the FUNDING REQUEST FORM as a cover sheet.
2. Requests for consideration at Annual Town Meeting in April must be received by October 1. Please note that applications for Funding are accepted throughout the year, but those applications not received by October 1 (the "Application Deadline") may not be eligible for consideration at the next Annual Town Meeting, but rather deferred to the Annual Town Meeting occurring in the following fiscal year.
3. Applications should be downloaded, filled out electronically and submitted by email (attaching any additional documents/maps/etc.) to the Administrative Assistant, Scituate CPC (msprague@scituatema.gov). Applications can also be printed and sent as a hard copy packet to: Scituate Town Hall, Attention: Community Preservation Committee , 600 Chief Justice Cushing Highway, Scituate, MA 02066
4. Most applications should have a plan for maintenance once the project is installed.
5. Applicants will be asked to attend the next CPC meeting to make a presentation regarding their project application and answer questions. Applicants should also be prepared to attend other public hearings (Board of Selectmen and Advisory Committee).
6. The Committee will review all applications and schedule hearings to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. After review and/or revisions you will need to come back to CPC. The CPC must vote to approve proposals before they can be included in the Annual Town Meeting Warrant. Each project must be approved at Town Meeting. The Meeting can approve, reduce or reject recommended amounts for a project, by majority vote.

Please feel free to contact the CPC Committee via email (msprague@scituatema.gov) if you have any questions about funding eligibility or if you require additional information.

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